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AIG 4579  
CDRUSASSI FT JACKSON SC//ATSG-FSR-ARS//  
UNCLAS  
MSGID/GENADMIN/DFAS-IN-PTAA//  
SUBJ/USE OF THE LIAISON SCREEN IN THE INTEGRATED AUTOMATED  
TRAVEL SYSTEM (TTM 05-04)//  
RMKS/  
A. REF GENERAL ACCOUNTING OFFICE DRAFT REPORT DATED NOVEMBER  
22, 2004, GAO-05-79, RECOMMENDATION 15.  
B. INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) HELP MENU  
C. TRAVEL AND TRANSPORTATION REFORM ACT OF 1998.  
1. REF A IDENTIFIED THE NEED TO PROVIDE ADDITIONAL GUIDANCE AND  
ASSISTANCE ON THE USE OF THE WINDOWS INTEGRATED AUTOMATED  
TRAVEL SYSTEM (WINIATS) RUC/LIAISON WORKFLOW INPUT SCREEN  
FEATURE TO TRACK DATES NECESSARY TO COMPUTE LATE PAYMENT  
INTEREST AS REQUIRED BY REF C.  
2. USE OF THE LIAISON SCREEN IS REQUIRED, REPEAT, REQUIRED BY ALL  
USERS OF THE WINIATS PROGRAM.  
3. THE IATS FUNCTIONAL OFFICE PROVIDES THE FOLLOWING  
INSTRUCTIONS TO ACTIVATE THE LIAISON SCREEN. EXECUTE THESE  
INSTRUCTIONS UPON RECEIPT OF THIS MESSAGE.  
4. TO ACTIVATE THE LIAISON SCREEN, THE USER MUST HAVE ACCESS TO  
THE WINIATS MAINTENANCE PRIVLEDGE. ORDINARILY, THE SYSTEM  
ADMINISTRATOR HAS THIS PRIVLEDGE. ALL WINIATS USERS MUST BE  
SIGNED OUT OF WINIATS BEFORE MAKING CHANGES TO THE SYSTEM  
CONFIGURATION. THE USER SIGNS INTO THE WINIATS MAINTENANCE AND  
SELECTS "CONFIGURATION/PARAMETERS" AND THEN SELECTS  
"CONFIGURATION". IN THE SECTION TITLED "SYSTEM DESCRIPTION" IS A  
FIELD TITLED "LIAISON REPORTS". PLACE A CHECK MARK IN THE BOX  
ADJACENT TO THE "LIAISON REPORTS" FIELD, THEN CLICK "OK" TO SAVE  
THE CHANGE. THE CHANGE WILL NOT BE SAVED IF YOU HIT THE ENTER  
KEY. ENSURE YOU CLICK ON "OK" TO SAVE THE CHANGE.  
5. ACTIVATING THE RUC/LIAISON WORKFLOW INPUT SCREEN REQUIRES  
WINIATS USERS TO ENTER THE FOLLOWING DATA:  
    A. THE DATE SIGNED, WHICH IS THE DATE THE CLAIM WAS SIGNED BY  
    THE TRAVELER  
    B. THE DATE RECEIVED BY THE LIAISON OFFICE, WHICH WILL BE THE  
    DATE THE MAILROOM DATE STAMPED THE TRAVEL VOUCHER.  
    C. THE DATE FORWARDED BY THE LIAISON OFFICE, AND  
    D. THE DATE RECEIVED BY THE TRAVEL OFFICE, WHICH WILL BE THE  
    DATE THE TRAVEL OFFICE RECEIVED THE VOUCHER(S) FROM THE  
    MAILROOM.  
6. IT IS CRUCIAL THAT THESE DATES BE ENTERED. COMPLETING THIS  
ACTION WILL COMPLY WITH REF A, AND ASSIST IN IDENTIFYING CLAIMS  
UPON WHICH LATE PAYMENTS ARE DUE.  
7. POC FOR THE WINIATS PROCEDURES IS THE IATS FUNCTIONAL OFFICE AT  
317-510-7679/7809/7684/3123. POC FOR POLICY ISSUES IS THE MANGEMENT  
PROCEDURES BRANCH, 317-510  
4. POC FOR THIS MESSAGE IS TRAVEL PAY SERVICES, MANAGEMENT  
PROCEDURES BRANCH, 317-510-5372/1049.//